



How-to-Apply Workshop

January 20, 2021

# Program Overview

Funding authorized under the Housing and Community Development Act of 1974

Three National Objectives:

- Low- and moderate-income benefit
- Slum and blight elimination
- Urgent community development needs

# Program Overview

Serves Non-Entitlement localities

Only localities are eligible applicants

Program Design establishes Virginia's overall Program Goal and Objectives

Request for Proposal

CDBG Competitive Application Guidelines and Open Submission  
Program Fact Sheets

# Program Overview

## Deadline

Open Submission and Planning Grants

April 1, 2021 - December 31, 2021

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Urgent Need

December 31, 2021

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Competitive Grant

**1<sup>st</sup> Round – April 1, 2021**  
**2<sup>nd</sup> Round-November 30, 2021**  
*(If funding is available)*

# 2021 Method of Distribution

## Revenue

HUD Allocation <u>(Estimated on level funding)</u>	\$ 18,711,859
Carryover Funds	\$ <u>0</u>
<b>Total</b>	<b>\$ 18,711,859</b>

## Program Administration and Planning

State Administration	\$ 374,237
State Technical Assistance	\$ 187,119
2020 Letters of Intent	\$ <u>0</u>
<b>Total</b>	<b>\$ 561,356</b>

## Funding Available for CDBG Community Improvement Grant Programs

**\$18,150,503**

## CDBG Community Improvement Grant Programs

Competitive	\$ 10,450,503
Planning Grants	\$ 700,000
Open Submission Funds	\$ 7,000,000
Economic Development & Entrepreneurship	
Construction-Ready Water and Sewer Fund	
Regional Water/Wastewater Fund	
Urgent Need Open Submission Projects	
	<b>\$18,711,859</b>

# Major Program Changes

- Pre-Project Planning Grants (Community Organizing & Community Needs/Economic Assessments) – combined into Planning Grant
- Housing Rehabilitation Assistance will be administered as a ***Forgivable Loan***
- Planning Grants applications due **April 1, 2021**
- Competitive Applications due **April 1, 2021**
- Urgent Need applications due **December 31, 2021**
- Local Innovation Fund & Community Economic Development Fund combined into one program (***Economic Development & Entrepreneurship Fund***)
- Change of Program name: Community Facility to ***Public Infrastructure***
- ***Public Services*** added to annual CDBG Community Improvement Grant (CIG) Program

- Estimated \$10M
- Refer to 2021  
Competitive Guidelines  
for Scoring Criteria
- Applications due April 1,  
2021

Competitive

- Estimated \$7M
- Rolling Basis April 1 –  
December 31, 2021
- Economic Development &  
Entrepreneurship Fund
- Construction-Ready Water  
and Sewer Fund
- Regional  
Water/Wastewater Fund
- Urgent Need

Open Submission

- \$700,000 available
- Housing
- Comprehensive
- Regional
- Broadband
- Public Services

Planning Grants

# Program Caps

Public Infrastructure (previously Community Facility)	\$1,000,000
Public Services	\$250,000 (\$1,000,000 for regional)
Community Service Facility	\$1,000,000
CCD (Two activities)	\$1,250,000
CCD (Three activities)	\$1,500,000
CCD + Broadband	base + \$250,000
BDR	\$1,000,000
Housing Rehab	\$1,250,000
Housing Production	\$1,000,000
Broadband	\$250,000
Urgent Need	\$1,000,000
Economic Development & Entrepreneurship	\$1,000,000
Economic Development & Entrepreneurship (regional)	\$1,250,000
Construction-Ready Water & Sewer	\$800,000
Regional Water/Wastewater	\$2,500,000



# Open Submission

- Economic Development & Entrepreneurship (\$1,000,000 - \$1,250,000)
- Construction-Ready Water & Sewer (\$800,000)
- Regional Water/Wastewater (\$2,500,000)
- Urgent Need (\$1,000,000)
- Submissions reviewed on a rolling basis April 1 – December 31, 2021 as funding is available

# Planning Grants

- Community Organizing/ Community Needs Assessment activities combined into regular Planning Grants
  - Community assessments, needs analyses, and need prioritization,
  - Activation and organization of target area residents and stakeholders,
  - Surveys of residents, users, customers, and potential beneficiaries,
  - Obtaining easements and user agreements,
  - Development of cost estimates and Preliminary Engineering Reports (PERs), and
  - Completion of market studies
- Primary focus on major outcomes of the Planning Grant

# Competitive Grants - CCD

- Comprehensive Community Development
  - \$1,250,000 (2 activities) to \$1,500,000 (3+ activities)
  - Analysis of a full range of need areas including housing, water, sewer, streets, drainage, sidewalks, solid waste/garbage, debris removal, street lighting, recreation, police protection, fire protection, and other neighborhood-specific items
  - CDBG focus is on addressing housing needs
  - CCD projects eligible for Broadband grants up to \$250,000

# Competitive Grants - BDR

- Building District Revitalization
  - \$1,000,000
  - At least 25% blighted or 50% vacancy rate
  - Economic Restructuring Plan or Economic Development Strategy
  - Applicant must provide analysis of housing and other community needs
  - Design and marketing activities up to 5% are eligible

# Competitive Grants – Public Infrastructure

- Public Infrastructure
  - \$1,000,000
  - water services, wastewater services, drainage improvements, and street improvements
  - Housing units receiving indoor plumbing facilities must also meet DHCD Housing Quality Standards
  - CDBG investment per water connection may not exceed an average of \$20,000
  - CDBG investment per sewer connection may not exceed an average of \$25,000

# Competitive Grants – Community Service Facility

- Community Service Facility
  - \$1,000,000
  - Multi-Purpose Community Centers available for \$1,500,000
  - projects that construct physical facilities targeting the provision of important services to low- and moderate-income persons
  - Localities should establish a methodology to prioritize highest community needs
  - Individual surveys should demonstrate demand/need for the facility

# Competitive Grants – Housing

- Housing Rehabilitation
  - \$1,250,000
  - Activities include: Housing Rehabilitation, Substantial Rehabilitation, Temporary and Permanent Relocation
  - To be issued as a 10-year forgivable loan
  - Project boundaries are determined by applicant; must be a contiguous area
  - No minimum number of houses to be served
  - Targeted study area cannot be revisited within 10 years

# Public Services

- \$250,000 per grant award (up to \$1M for regional projects)
- A new service or expansion of services
- Eligible activities:
  - Employment services (e.g. job training)
  - Child care
  - Health services
  - Substance abuse services (e.g. counseling and treatment)
  - Fair housing counseling
  - Education programs
  - Services for senior citizens
  - Food security



# Competitive Scoring Criteria

Composite Fiscal Stress  
Regional Priorities  
Costs and Commitments  
Project Needs and Outcomes  
Project Specific Evaluation  
    Community Priority  
    Stakeholder Involvement  
    Readiness  
    Capacity  
    Impact  
National Objective Relationship

# Application Overview: Common Mistakes and Helpful Tips

# Public Hearing Requirements

Two public hearings are required

First Public Hearing: solicits input on local community development and housing needs and past use of CDBG funds

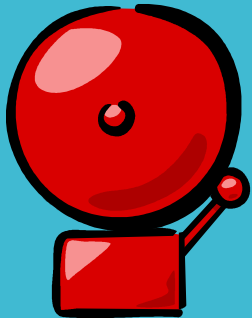
Second Public Hearing: solicits input on a locality's proposed CIG proposal

Advertisement and timing

Advertised at least seven days prior in the non-legal section of the local paper and by one other method. Hearings must be held at least one week apart

Advertisements for hearings CANNOT be published at the same time

# Application Basics



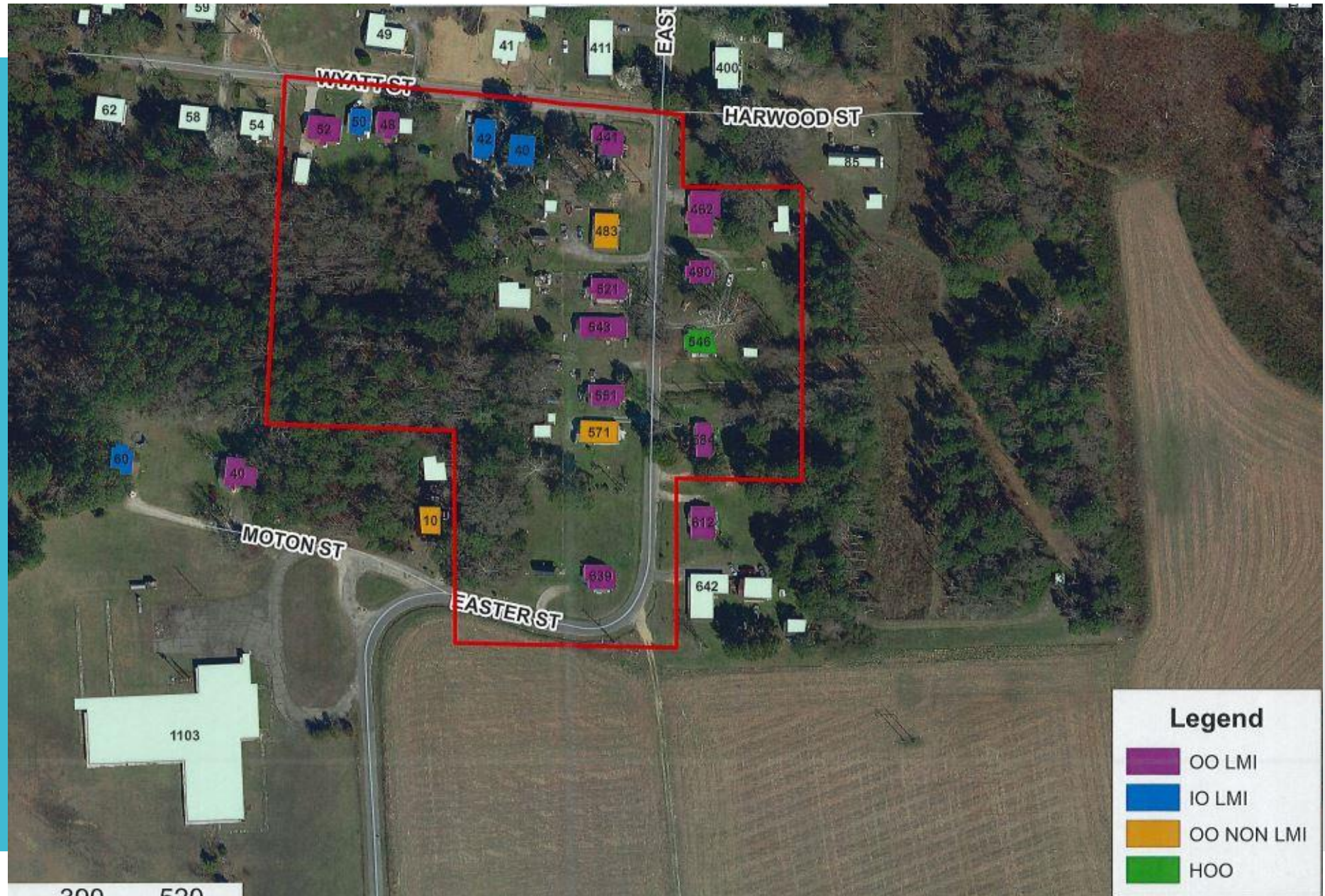
- \$2.5 million cap on open CDBG projects
  - Projects must be closed out by March 1 to not count against the cap for the 2020 competitive round.
- Include assurances, copies of advertisements, and copies of notices in ALL proposals
- Transmittal letter to PDC

# Common Mistakes

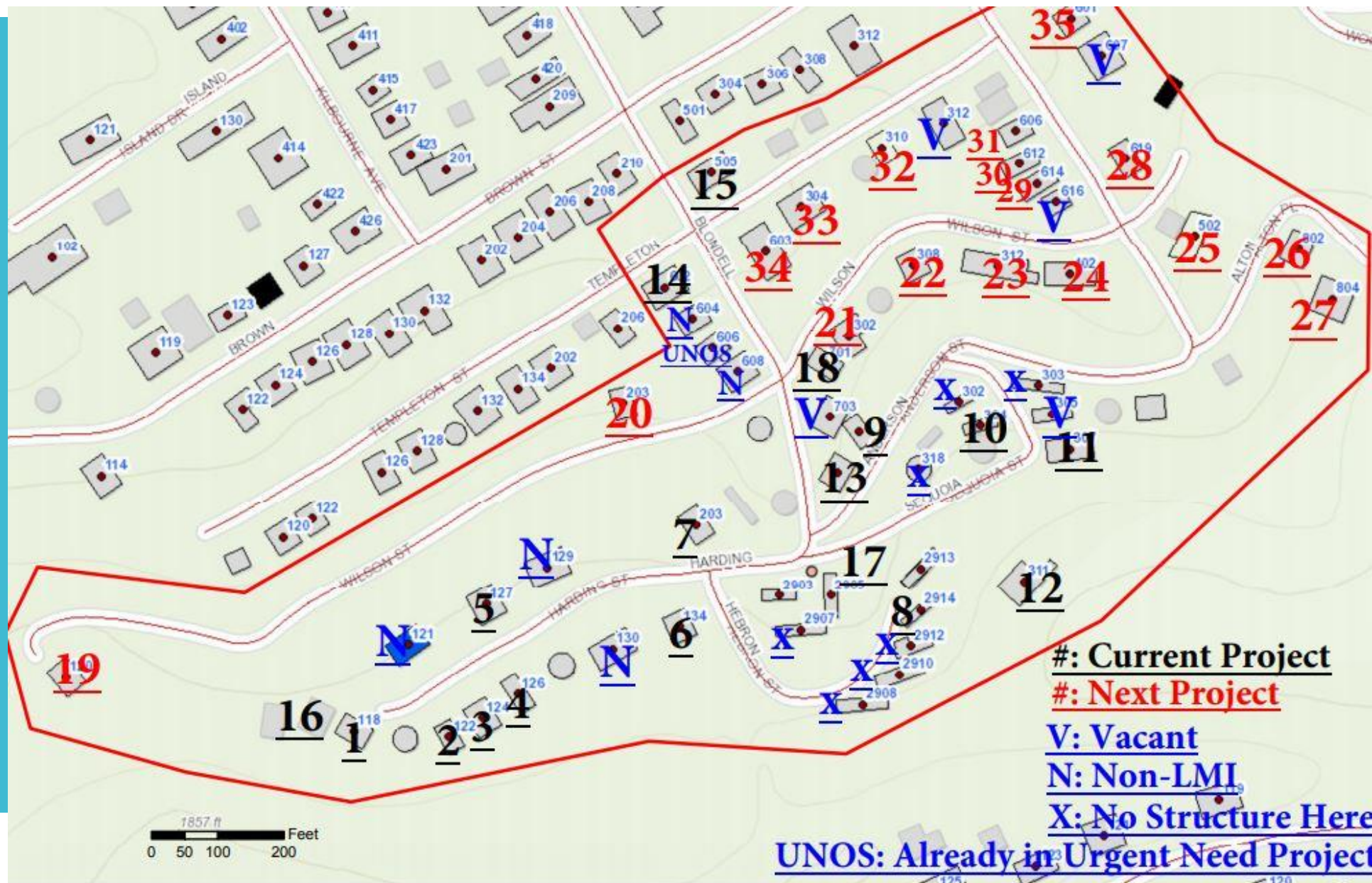
- Costs and Commitment
  - Documentation of Leverage Funds
    - Locality contribution must be documented by resolution
- Project Specific Evaluation, Readiness, Capacity, & Impact
  - Participation agreements, easement identification/acquisition, environmental review, and procurement are obstacles to project readiness
- Project Needs & Outcomes
  - Mapping Deficiencies-Project areas not clearly depicted
  - Project does not have a clear connection to other plans or studies



# Common Mistakes

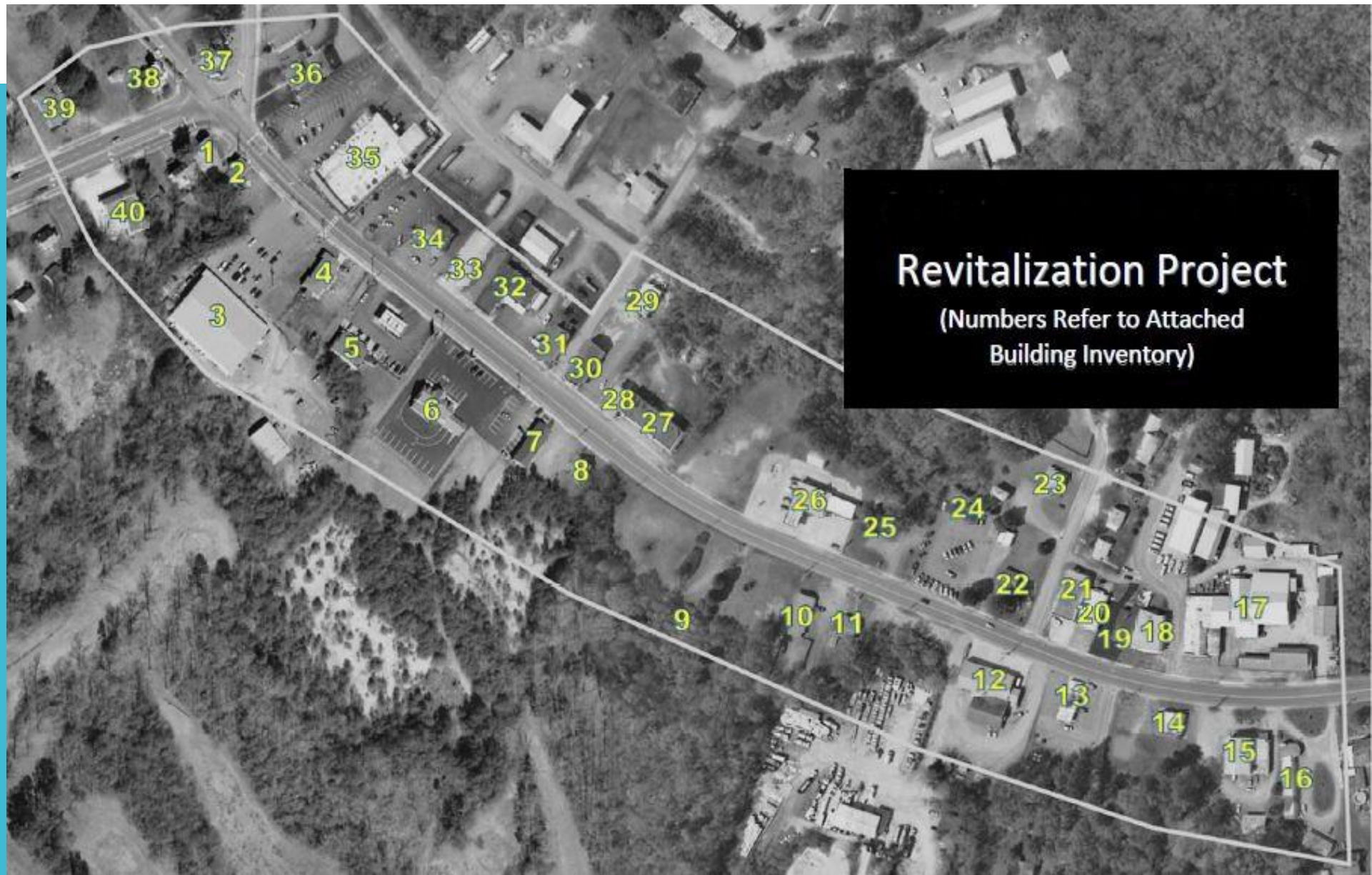






# Mapping Example





# Revitalization Project

(Numbers Refer to Attached Building Inventory)

# Costs and Commitments

# Costs and Commitment

# Costs and Commitment

## Non-CDBG Funds (including Local) versus Total Project Cost (up to 40 points)

Based on leverage accepted previous page.

$$\frac{8}{(Non-CDBG \$)} \div \frac{1,338,972}{(Total \$)} = \frac{2}{\%}$$

### Section below to be completed by the Policy and Strategic Development Office

Place proposal in one of six priority groups based on its percentage as compared to those of other proposals.

	HIGHEST (40 points)	<u>1</u>
	HIGH (30 points)	
	UPPER MIDDLE (25 points)	
	LOWER MIDDLE (15 points)	
	LOW (10 points)	
	LOWEST (0 points)	

## Local Funds versus Total Project Cost (up to 40 points)

Based on leverage accepted from previous.

$$\frac{8}{(Local \$)} \div \frac{1,338,972}{(Total \$)} = \frac{2}{\%}$$

### Section below to be completed by the Policy and Strategic Development Office

Place proposal in one of six priority groups based on its percentage as compared to those of other proposals.

	HIGHEST (40 points)	<u>1</u>
	HIGH (30 points)	
	UPPER MIDDLE (25 points)	
	LOWER MIDDLE (15 points)	
	LOW (10 points)	
	LOWEST (0 points)	

**Applicant  
received 20 out of  
125 Points for  
Costs and  
Commitment**

# Housing Rehabilitation Project Mistakes

- Maps and documents should clearly indicate how many homes actually need assistance
  - Example: A total of 50 homes listed in project area, 24 to be assisted with the project.
    - Can be remedied by a detailed description of the condition of the homes not being assisted
    - Map referencing
- Unsigned participation agreements by identified property owner
- Outdated participation agreements

	Units	Percentage
Rehabilitated	6	
Substantial Reconstruction	4	
Constructed		
TOTAL	10	

Project Outcomes

list = 7% rehab

1% rehab, 2 subst.

Project Cost per Unit

Conflicting number of units throughout application

**Benefit to LMI Persons Overall (up to 60 points)**

Using the number of LMI persons ACCEPTED from page 2 from this score sheet, calculate the percentage of LMI persons to be served by this project:

$$\frac{26}{\text{LMI Persons}} \div \frac{156}{\text{Total Persons}} = 16.7\%$$

60<sup>h/h</sup> X 2.6 synthetic persons.  
Took → Avg of 26 persons in 10 households 2.6

Project Area Totals						
	Total # Units		# Substandard Units		Total # Persons	
	<i>Project Area</i>	<i>LMI</i>	<i>Project Area</i>	<i>LMI</i>	<i>Project Area</i>	<i>LMI</i>
<b>Owner Occupied</b>						
Single-Family	11	8	8	8	32	26
Multi-Family	0	0	0	0	0	0
Mobile Homes	0	0	0	0	0	0
<b>Renter Occupied</b>						
Single-Family	8	5	5	5	17	14
Multi-Family	0	0	0	0	0	0
Mobile Homes	0	0	0	0	0	0
<b>Vacant</b>						
Single-Family	3	0	0	0		
Multi-Family	0	0	0	0		
Mobile Homes	0	0	0	0		
<b>Total</b>	<b>22</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>49</b>	<b>40</b>

- 1 landlord participation agreement & 2 owner-occupied participation agreements not signed by identified property owner
- 7 participation agreements are dated between late 2016 and early 2017 so continued interest is unclear
- 1 rental being rehabbed is vacant. For how long is unclear so eligibility is uncertain. Proposed tenant identified

# Business District Proposal Mistakes

- Demonstration of blight (25% or more of project area) not clearly defined or depicted
  - Can be accomplished by including a detailed map or complete listing of identified blighted properties
- Not addressing other blighted or vacant properties in the project area
- Not submitting documentation of support from business community for the project



# CAMS Submission Instructions

- Create a Profile now
- Locality must submit
- Do not share your password / login
- Assign staff to roles for assistance as needed
- Internet Explorer or Chrome are the recommended browsers
- Save often. Use “Save this Tab” before moving to another section